

VIRTUAL COURTROOM PROCESS

This process is being provided to help you understand the video courtroom experience.

Please read the process in its entirety.

1. This is a virtual courtroom and the requirements for courtroom etiquette and proper courtroom attire should be followed.
2. When you log on to ZOOM, you may see a place that describes the type of device you are on. Please delete that information and change it to your first and last name. This will help to expedite your check in process. If you do not, the court staff will not be able to verify your information to check you in for the court.
3. You will need to make sure your audio and video are on when you join ZOOM.
4. When you join ZOOM, you will be in the waiting room and see a white screen. You will remain in the waiting room until the Judge is ready for you.
5. When you enter the virtual court room, you will be muted until it is your turn to meet with the Judge.
6. If you are pleading Not Guilty to your case, you will have the ability to speak with the Prosecutor. During the hearing, you will be moved to a Breakout room where you will meet with the Prosecutor. Be watchful for the prompt that will tell you to join a Breakout room. The Prosecutor will instruct you when it is time to leave the meeting.
7. If you are set to appear before the Judge, you will not be sent to a breakout room as the Judge is in the main room you are joining.
8. After court, you will receive an e-mail from Municipal Court staff with any documentation or paperwork. Please ensure that you follow the instructions in your email that you will receive from the court the next day after your virtual appearance.
9. If there are any questions regarding this information, you may contact the Municipal Court by e-mail or phone. Our email address is court@lakesidetexas.us or our phone number is 817-237-1234, option 1.

